


# Starting OUTCONUS COLA

**Introduction** This guide provides the procedures for starting OUTCONUS COLA in Direct Access.

**Dual Rows** Direct Access allows eligible members to have 2 OUTCONUS COLA rows running simultaneously, as long as one is with dependents and one is without. For example, a member stationed in the U.K. receives O'COLA at the without rate for Great Britain and also receives O'COLA for his wife and children living in Hawaii at the with dependents rate. The SPO would start 2 new rows with the same effective date.

**Procedures** See below.

Step	Action
1	<p>Select <b>Cost of Living Allowance</b> from the Active &amp; Reserve Pay Shortcuts pagelet.</p> 

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## Starting OUTCONUS COLA, Continued

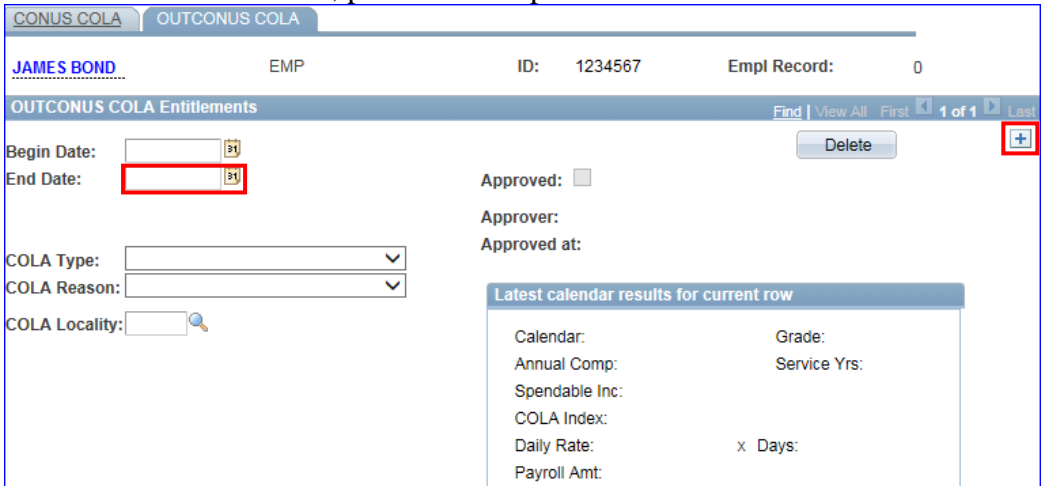
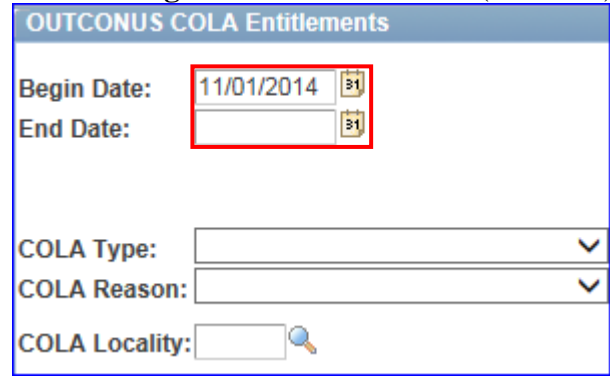
### Procedures, continued

Step	Action																		
2	<div>Enter the <b>Empl ID</b> and hit <b>Search</b>.</div> <div><div><div>Cost of Living Allowance</div><div>Enter any information you have and click Search. Leave fields blank for a list of all values.</div><div><div>Find an Existing Value</div><div>Maximum number of rows to return (up to 300): 300</div><div><div>Empl ID:</div><div>begins with</div><div>1234567</div></div><div><div>Empl Record:</div><div>=</div><div>0</div></div><div><div>Name:</div><div>begins with</div><div></div></div><div><div>Last Name:</div><div>begins with</div><div></div></div><div><div>Second Last Name:</div><div>begins with</div><div></div></div><div><div>Alternate Character Name:</div><div>begins with</div><div></div></div><div><div>Middle Name:</div><div>begins with</div><div></div></div><div><div>Business Unit:</div><div>begins with</div><div></div></div><div><div>Department Set ID:</div><div>begins with</div><div></div></div><div><div>Department:</div><div>begins with</div><div></div></div><div><div><input type="checkbox"/> Include History</div><div><input type="checkbox"/> Correct History</div><div><input type="checkbox"/> Case Sensitive</div></div><div><div>Search</div><div>Clear</div><div>Basic Search</div><div>Save Search Criteria</div></div></div></div></div>																		
3	<div>The member's current CONUS COLA information (if any) will display. Click on the <b>OUTCONUS COLA</b> tab.</div> <div><div><div>CONUS COLA</div><div>OUTCONUS COLA</div></div><div><div>JAMES BOND</div><div>EMP</div><div>ID: 1234567</div><div>Empl Record: 0</div></div><div><div>CONUS COLA Entitlements</div><div>Find   View All   First   1 of 1   Last</div><div><div>Effective Date:</div><div>10/15/2014</div><div>Status:</div><div>Active</div><div>Approved:</div><div>Approver:</div><div>Approved at:</div></div><div><div>COLA Type:</div><div>COLA Reason:</div><div>COLA Zip:</div><div>92140</div></div><div><div>CONUS COLA Dependent Beneficiaries</div><div>Customize   Find   First   1 of 1   Last</div><div><div>Dependent Information</div><div>Termination Information</div></div><table><tr><th></th><th>*Dep/Ben</th><th>Name</th><th>Relation</th><th>Birth</th><th>COLA Elig</th><th>In A Service</th><th>50% Supp</th><th>Last Approval</th></tr><tr><td>1</td><td></td><td></td><td></td><td></td><td></td><td></td><td><input type="checkbox"/></td><td></td></tr></table></div></div></div>		*Dep/Ben	Name	Relation	Birth	COLA Elig	In A Service	50% Supp	Last Approval	1							<input type="checkbox"/>	
	*Dep/Ben	Name	Relation	Birth	COLA Elig	In A Service	50% Supp	Last Approval											
1							<input type="checkbox"/>												

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## Starting OUTCONUS COLA, Continued

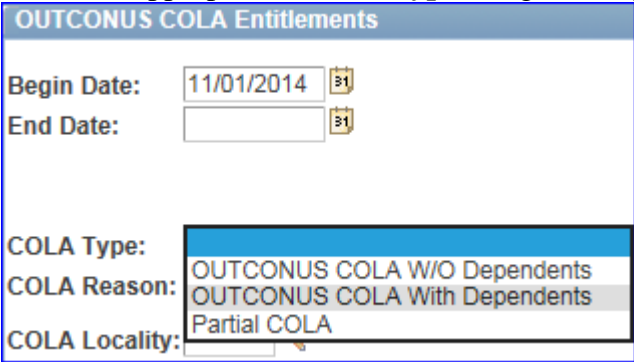





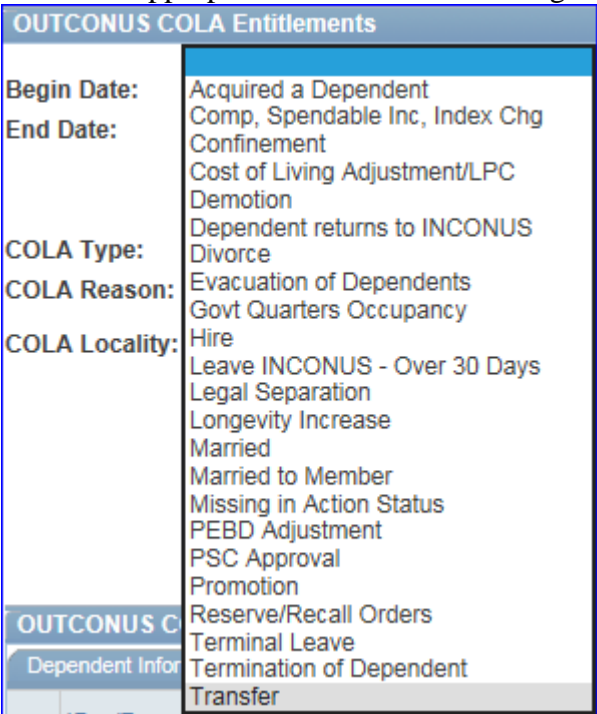
Procedures,  
continued

Step	Action
4	<p>The member's OUTCONUS COLA information (if any) will display. If the member has an existing OUTCONUS COLA row, enter an <b>End Date</b> (day before the new row starts) and save it before adding a new row (hitting the plus button) and moving on to Step 5. If the member does not have an existing OUTCONUS COLA row, proceed to Step 5.</p> 
5	<p>Enter the <b>Begin Date</b> and <b>End Date</b> (if known).</p> 

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## Starting OUTCONUS COLA, Continued

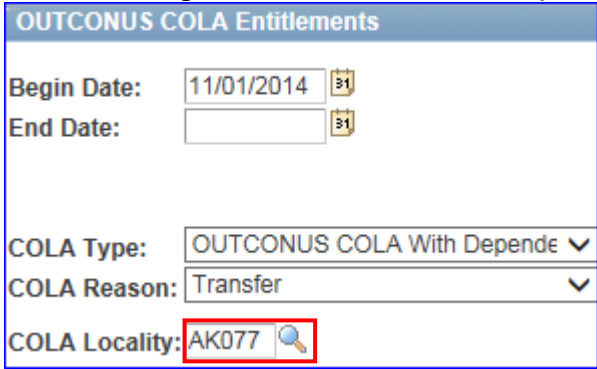
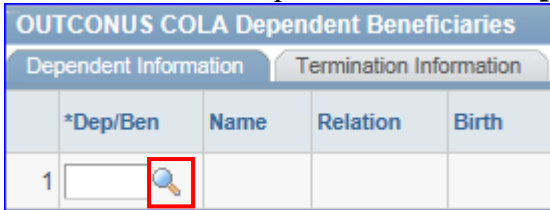
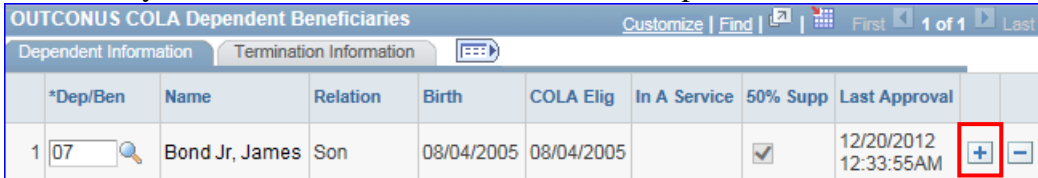
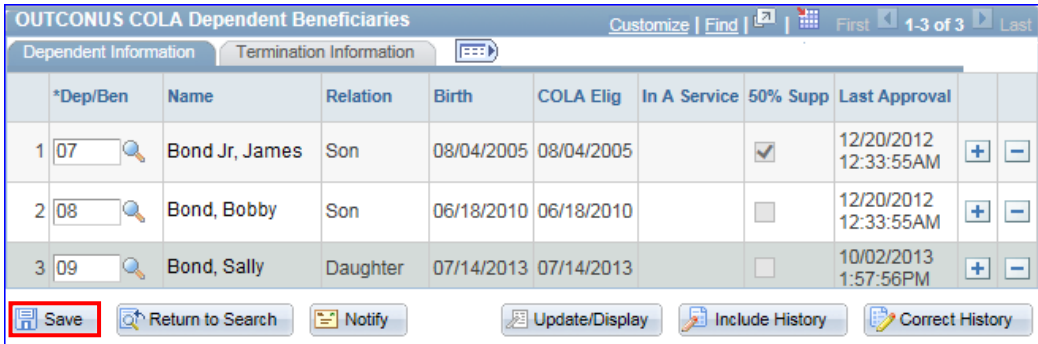
Procedures,  
continued

Step	Action
6	<p>Select the appropriate <b>COLA Type</b> using the drop-down.</p>  <p>OUTCONUS COLA Entitlements</p> <p>Begin Date: 11/01/2014 </p> <p>End Date: </p> <p>COLA Type: </p> <p>COLA Reason: </p> <p>COLA Locality: </p>
7	<p>Select the appropriate <b>COLA Reason</b> using the drop-down.</p>  <p>OUTCONUS COLA Entitlements</p> <p>Begin Date:</p> <p>End Date:</p> <p>COLA Type:</p> <p>COLA Reason:</p> <p>COLA Locality:</p> <p>OUTCONUS C</p> <p>Dependent Infor</p> <p>Transfer</p>

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## Starting OUTCONUS COLA, Continued

Procedures,  
continued

Step	Action
8	<p>Use the lookup to select a <b>COLA Locality</b>.</p> 
9	<p>If the member has dependents, use the <b>Dep/Ben</b> lookup to select a dependent.</p> 
10	<p>If necessary, use the <b>Plus</b> button to add additional dependents.</p> 
11	<p>Once all dependents have been added, click the <b>Save</b> button. The transaction will be routed to all of the SPO Auditors in the same Dept ID of the HRS User's SPO.</p> 

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## Step 12

## Action

Once the transaction has been approved and the payroll has been finalized for that pay period, the updated OUTCONUS COLA information will display.

CONUS COLA
OUTCONUS COLA

JAMES BOND
EMP
ID: 1234567
Empl Record: 0

OUTCONUS COLA Entitlements
Find | View All | First 1 of 1 Last

Begin Date: 11/01/2014

End Date:

COLA Type: OUTCONUS COLA With Dependents

COLA Reason: Transfer

COLA Locality: AK077

Delete

Approved: ☒

Approver: 7654321 Money Penny, Miss

Approved at: 10/21/14 11:00AM

Latest calendar results for current row

Calendar:	C114100	Grade:	E6
Annual Comp:	69684	Service Yrs:	13
Spendable Inc:	27100		
COLA Index:	0.34		
Daily Rate:	25.594444	x Days:	15
Payroll Amt:	383.920		